



2015 First Avenue, Anoka, MN 55303
Phone: (763) 576-2700 Website: www.anokaminnesota.com

JOB DESCRIPTION

Position Title:	ELECTION JUDGE
Duties:	Election Judges perform a variety of duties on Election Day. The role and tasks they perform on Election Day are determined by the Precinct Head Judge. These duties may include, but are not limited to: Setting up polling place, working in a greeter role welcoming voters as they arrive, equipment role assisting voters with the Ballot counter, or in the ballot judge role providing instructions and issuing ballots to voters. Election judges will also assist voters in the poll pad usage, checking in registered voters and registering voters. Election judges will assist in closing the polls, packing supplies, equipment, etc. when the polls close at the end of the Election night.
Statutory Requirements:	Eligible to vote in Minnesota: <ul style="list-style-type: none">➤ A U.S. Citizen.➤ At least 18 years old.➤ A resident of Minnesota for 20 days.➤ Finished with all parts of any felony sentence.➤ Not under guardianship status in which a judge has specifically revoked your right to vote.➤ Must be able to read, write and speak English.➤ Appointed by the City Council.➤ Trained and currently certified as an election judge (training provided by the City/County).➤ Cannot be a candidate in that election; cannot be the spouse, parent, child, step-child, sibling or step-sibling of any election judge serving the same shift in the same precinct, or of any candidate at that election.➤ Must declare a party affiliation, or state that you are unaffiliated with a party.
Additional Requirements:	Able to communicate clearly with voters; comfortable with and serving a diverse population; physical and emotional stamina; attention to detail; simple math skills. Ability to communicate with City Administration and Head Judges via electronic communication, i.e. cell phone and email.
Placement Criteria:	Quality of written application, continued placement dependent upon performance. Preference given to individuals who are (1) able to work the entire election day and (2) willing to work in any City of Anoka precinct.
Training Hours Required:	2 to 4 hours depending on election cycle. All training is done online. However; there may be some special in-person training for new judges if the necessity arises. Training is paid.
Supervised by:	Head Election Judge
Compensation:	\$11.00 per hour